

UNITED STATES DEPARTMENT OF AGRICULTURE
Rural Electrification Administration

Administrative Bulletin No. T-32

SUBJECT: Assistance to Borrowers on Legislative Matters

POLICY:

1. The handling of state and local legislative matters is the responsibility of borrowers as owners of their systems. However, in the public interest, and in representing the Government as Mortgagee, and in achieving the purposes of the Rural Electrification Act of 1936, as amended, it is a responsibility of the Rural Electrification Administration to offer to borrowers not only assistance in matters of state and local legislation but also assistance in particular circumstances. The assistance rendered to a specific borrower should be limited to the requirements of a particular situation and to those aspects of such situation beyond the capacity of the borrower to handle because of its applicability to a group of borrowers or to borrowers in general, or of its demand for expert analysis and treatment.

Activities of the REA relative to proposed legislative matters shall, of course, be conducted in accordance with all applicable legislation and Department Regulations. Subject to such limitations and as illustrations, but not inclusive of the entire range of potential assistance to borrowers in general in respect of legislative matters, are the following major activities:

- a. Formulation of constructive or affirmative legislation, including cooperative enabling acts.
- b. Analysis and advice on state and local legislative proposals affecting borrowers.
- c. Analysis of legislative enactments and advice to borrowers concerning the provisions thereof affecting them.

RESPONSIBILITY AND PROCEDURE:

1. All matters pertaining to Federal and State legislation affecting REA programs which come to the attention of any REA employee shall be referred to the Legislative Consultant, Office of the Administrator, including (a) requests from borrowers for advice and assistance on problems which have legislative aspects; (b) problems which require solution through the enactment of legislation; (c) legislative proposals submitted by REA borrowers; and (d) informational material relating to legislation. The drafting of bills to effect proposed legislation, the analysis and construction of pending bills, and the consideration and determination of legal questions involved in rendering assistance on legislative matters are, however, matters within the responsibility of the Solicitor's Office.
2. There is established a Legislative Coordinating Committee, consisting of (a) the Deputy Administrator (or, in his absence, the Assistant Administrator), as Chairman; (b) the Legislative Consultant to the Administrator, who shall also serve as Secretary of the Committee; and (c) the Associate Solicitor in Charge of Rural Electrification, Solicitor's Office (or such person as shall be designated, from time to time, by him). The Legislative Coordinating Committee shall have responsibility, generally, for coordinating requests for assistance and in rendering assistance on legislative matters. Illustrative of the committee's responsibilities in this field are the following:
 - a. To recommend to the Administrator the making of particular recommendations or suggestions or the expression of particular views concerning the need for legislation on pending legislative proposals. No recommendations or suggestions shall be made to borrowers concerning legislative matters and no views shall be expressed to borrowers thereon, through correspondence or otherwise, except as to matters on which (1) policy has already been established; or (2) the recommendations, suggestions, or views, have been approved by the Legislative Coordinating Committee or by the Administrator.
 - b. To establish channels and formulate procedures whereby REA may be kept informed, currently, on legislative proposals made in the various states affecting the interests of REA, the operation and functioning of REA borrowers, and the programs administered by REA.

- c. To determine the means and personnel to be employed in complying with requests for assistance or advice on legislative matters.
3. The Legislative Consultant is responsible for obtaining the views, recommendations and suggestions of the various interested REA divisions with respect to pending legislative proposals and legislative needs.

This Bulletin supersedes all other existing instructions in conflict with the provisions of this Bulletin.

Claude R. Wickard

Administrator

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Administrative Bulletin No. T-33

SUBJECT: Relations with Equipment Manufacturers

POLICY AND PROCEDURE:

In his relations with equipment manufacturers and their representatives each employee of the Rural Electrification Administration shall, in addition to complying with the provisions of Title 8, Chapter 55, Section 1, Paragraph 2001, Administrative Regulations, U.S.D.A., entitled "Conduct That Might Cause Embarrassment to Department", comply with the following specific conventions:

1. If not available in REA, information may be requested from a manufacturer in regard to equipment made by that manufacturer but not in regard to equipment made by another manufacturer.
2. Engineering or other technical computations and analyses concerned with general matters may be submitted to manufacturers or their representatives for review and criticism. Such criticisms should be given full consideration and retained in the records.
3. When a member of REA is expected or has been assigned to prepare computations or analyses of material concerning any specific borrower or problem he shall not request or permit a manufacturer or his representatives to prepare such computations or analyses unless authorized by his division chief.
4. All manufacturers are entitled to and shall receive the same consideration and treatment; under no circumstances shall any partiality be shown a particular manufacturer.

This Bulletin supersedes all existing instructions in conflict with the provisions of this Bulletin.

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